

Barrington Public Library  
Board of Library Trustees Meeting Minutes APPROVED  
May 21, 2024

The meeting was called to order at 7:02pm

**Attendees.** Trustees: Lydia Cupp, Robert Drew, Susan Frankel, Susan Gaudiello (Chair), Melanie Haley, and Ezra Hodgson; Library Director: Liz Bolton; Select Board Liaison: Dannen Mannschreck; Public: Richard Compagnone

**Absent.** Karolina Bodner and Karen Towne (Alternate)

#### Public Comment

No public comment

#### Meeting Minutes

Susan Frankel moved to accept the minutes of 4/16/2024, seconded by Lydia Cupp. Motion passed.

Trustees decided at the 4/29/2024 special meeting to close the Library the weekends of Memorial Day and Labor Day. Library staff will monitor reactions from patrons. Ezra made a motion to accept the meeting minutes of 4/29/2024, seconded by Robert. The motion carried with 1 abstention.

#### Donations

Robert made a motion to accept Library donations of \$840.00 in April, seconded by Susan F. Motion passed.

#### Treasurer's Report

Melanie reported on the Trustees' bank accounts with a current balance of \$66,811.97. One of the Trustee CDs will mature June 25. Melanie will present options at the next meeting to help Trustees decide what to do with the account balance. Susan F. made a motion to approve the Treasurer's Report, seconded by Ezra. Motion passed.

#### Select Board Liaison

Dann reminded Trustees to pay close attention to budget expenditures for the new library and what was promised to the taxpayers.

#### Director's Report

*Staffing Update.* Liz gave an update on schedules of the two new hires. Both worked a few days the week of 5/20 and will begin their regular schedule the week of 5/28. Alex will work 20 hours the weeks of 5/20 and 5/28 to overlap with Jo Indelicato, the new Social Media and Technology Assistant. Alex's last day is May 31.

Tori Stanhope, the new afternoon Library Assistant, will work 20 hours a week, and Savannah, current morning Library Assistant, will work 29 hours a week. They will switch on Saturdays.

*Ratify Hiring Decisions.* Susan G reviewed the rationale for hiring the two new staff members that was discussed at the 4/29/2024 special meeting. Ezra made a motion to hire Victoria (Tori) Stanhope as Library Assistant and Jo Indelicato as Social Media and Technology Assistant. Lydia seconded the motion. Motion passed.

*Misc.* Liz plans to mail out a post card to all residents announcing the Summer Reading Program and highlighting other Library programs. The cost of the mailing is being underwritten in part by the Friends. The Summer Reading Program Kickoff will be June 22 with an ice cream social at 2:30 and the featured show at 3:00.

Liz explained the challenges with Seacoast Business Machine in maintaining the copier. She will look into another vendor. Dann mentioned the possibility of consolidating with the Town and using the same vendor. Liz will investigate.

Liz explained that costs associated with replacing lost books exceeds the replacement costs the Library has been collecting. Typically, staff charge patrons a discount price to replace lost items. Liz suggested that the Library charge full retail price of the book or increase the processing fee. The concern was raised that patrons may want to purchase the replacement item instead of the Library. Susan F. made the motion to change the Replacement Policy to give patrons an option to (a) pay full retail replacement cost of the item, or (b) bring in a new replacement copy in the same format that they lost (hardcover or softcover) and pay a \$5.00 processing cost. Robert seconded the motion. Motion passed.

*Library Policies.* Liz will update the Privacy Policy for the June meeting, and the policy on Internet Acceptable Use for the July meeting.

#### Library Building Project

*SMP and Bauen Corp Contracts.* Contracts with SMP and Bauen Construction have been signed by Susan G. and Melanie. The originals are in Liz's office. Liz and Susan G. met with Conner (Town Administrator) and Amy Doherty (Town Finance) to review processing of funds and invoices. The Foundation gave the Town \$100,000 to pay invoices. Amy offered EFT to pay invoices. Bauen agreed to electronic payment, SMP will be paid by check. Bauen's invoices first get reviewed by SMP, then sent to Liz and Susan G for review. Susan F. made the motion for Liz, Susan G., and Melanie to authorize approval of invoices and keep the Trustees informed. Lydia seconded the motion. Motion passed.

*Financial Matters.* The Foundation will contribute \$405,000 to reduce the bond amount. Additional contributions/donations the Foundation collects can be used for other new Library related costs. The Foundation applied to EBSCO for a \$100,000 grant for solar panels. They hope to know about the grant in July. If not successful, then the Foundation will have to seek additional funds.

Susan G. noted an upcoming challenge with the Recreation Department. The Town was successful in obtaining a \$1 million grant for the Recreation Department from NH ARPA funds. Funds have to be spent by August 2025, which means construction will overlap with the Library still in operation in the building.

*Building Committee.* Susan G. sent the minutes from the last BC meeting, held on May 16. Next meeting is scheduled for June 6, the focus will be on the HVAC system. Susan G. is pleased with Bauen in costing out the heating system. Suggestion was made by the BC to invite town residents to provide input on color scheme for carpets and walls.

Staff recommend a change in logo and color scheme. Trustees agreed this would be the appropriate time to make the change. A small Trustee committee will need to work on getting design ideas. Richard will contact designers that he knows. This will be discussed more at the next meeting. In the meantime, Trustees will look at other Library logos as well as get ideas at the NHLTA Conference (June 5).

*Telecommunication and Security System.* The Town Administrator recommends the Library use the same system as the Town. Liz will make contacts and provide Trustees with more information. Trustees will have to decide.

#### Foundation Update

Foundation members are questioning the future of the Foundation and whether it needs to continue to exist after the new Library opens. Susan G believes it may go dormant for a while or shrink to a smaller board, but prefers that it not dissolve. Trustees agreed. There are too many unknowns about what funding may be needed in the future for the new library. There may be changes to the Foundation as some of the members would like to step away.

#### Friends Report

Lydia reported that the Books in Bloom fundraiser was successful. The total amount was \$981.08, with half, \$490.54, going to the Friends and the other half to the Bloomers. The Perennial Plant and Book Sale will be Saturday June 1 from 8am – noon at the Church of the Nativity/American Legion parking lot. Set up is Friday at 2pm. Plants are still needed as well as volunteers, especially for clean-up on Saturday.

#### Old Business

Richard will submit the form to become a Trustee Alternate, hopefully before the June 10th Select Board meeting. The Board's decision would be at their July meeting. Susan will convey the Trustees support for his appointment.

#### New Business

##### *Policies and Procedures.*

Social Software – Renamed to Social Media Policy. Ezra made the motion to approve the revised policy pending edits to delete the procedural aspects of the policy, with second

by Susan F. Motion passed.

Credit Card Use Policy – Trustees discussed whether the description about using the Town credit card is policy or procedure. Susan F. made the motion to withdraw the write-up as a Library policy and include it as part of Library procedures. Robert seconded the motion. Motion passed.

Sealed Minutes Policy – This is a new policy. Suggestion was made that in the future there may be no need to specify a length of time to seal the nonpublic minutes since they will be reviewed once a year. Robert made the motion to approve the policy with revisions; Lydia seconded. Motion passed.

Procedure for Nonpublic Meetings – Melanie created a step-by-step procedure for conducting nonpublic meetings based on a document from Dover. Ezra made the motion to accept this procedural document as guidance for use by Trustees, with second by Robert. Motion passed.

*Custodial Services.* Liz contacted Citywide Facility Solutions to get information about cleaning services. They visited the Library and put together a report on their services, including costs for cleaning the Library. The company finds people to do the cleaning; they are fully insured. The costs for the service either two times or three times a week would be less than what the current custodian gets paid. Trustees overall agreed that the service would be more reliable. Dann noted that the Town is considering a townwide service, including the school. Something to keep in mind.

Trustees agreed the term of the initial contract would be for the length of time that the Library is inhabiting the current building. Susan G and Liz will review the contract and run it by Conner. The contract could begin July 1. Liz will also get the cost of a deep clean. A final decision will be made at the June meeting.

*Misc.* Robert mentioned that the current flag needs to get replaced. Liz will find out where to get a new one; Susan F. will also check with Ed Gettis about getting a flag.

#### Adjourn

Robert made the motion to adjourn, with second by Ezra. Motion passed. Meeting adjourned at 8:43pm.

**Next Meeting:** Tuesday June 18<sup>th</sup> at 5:30pm

Minutes recorded by Susan Frankel, Trustee